

NEWS

Beginning on **May 17, 2011**, the files and services of the Site Records Office, currently housed at the University of Montana, will be incorporated into the State Historic Preservation Office in Helena.

The 52,000+ inventory files of Montana's recorded historic, archaeological, and traditional cultural places will move to the Montana Historical Society. This transition will begin May 17, 2011 with minimal disruption in services provided.



Montana State Antiquities Database

The Montana Antiquities Database contains cultural resource information on known historic and archaeological sites, previously conducted cultural resource inventories, National Register site status, and cultural resource management project information. The database uses Oracle software and is housed at the Montana State Historic Preservation Office in Helena.

The Cultural Resource Information System (CRIS) database contains information on over 52,000 historic and archaeological sites within the State of Montana. It includes information on site type, owner, period, legal location, and numerous other data fields.

The Cultural Resource Annotated Bibliography System (CRABS) bibliographic listings contain information on over 31,000 previous cultural resource inventories conducted within the State of Montana. It includes information on author, title, date completed, survey acres, legal location, agency, and other useful data fields. It also includes a list of searchable keywords that allows us to generate reports on specific topics.

The Project, Eligibility, & Effect Register (PEER) includes information on cultural resource projects conducted around Montana that are reviewed by SHPO on a regular basis. It includes information on the eligibility of sites, effects, and more general project information.

Montana Historical Society State Historic Preservation Office



SHPO Site Records Office
1410 8th Avenue, P.O. Box 201202
Helena, MT 59620-1202

Telephone 406.444.4724
email svihlene@mt.gov
<http://montanahistoricalociety.org/shpo>

Electronic Site Form Submittal

Policies and Procedures

The SHPO Site Records Office will begin accepting electronic site forms **May 17, 2011!**

Obtaining a Smithsonian Number will still require completion of the Cultural Resource Information System (CRIS) form, and a 7.5' Quad map showing the site location, but beginning May 17, 2011 these forms can be submitted as PDF's through email or the State of Montana - File Transfer Service via ePass. Contact SHPO for instructions.

Site forms may only be submitted electronically in **PDF format**. If you submit the draft site form electronically, then you **MUST** submit the final draft electronically along with a paper copy. The paper copy of the final draft site form can be submitted with its respective cultural resource inventory report. There is no need to submit an additional paper copy.

Creating a PDF from a Word document

- If using Microsoft Word 07, select Save As and save as type PDF (*.pdf).
- If using previous versions of Microsoft Word, download the PDF writer from <http://www.cutepdf.com/> then select Print and select the printer name PDF writer.

Submitting Site Forms Electronically

- If the forms are under 4MB
 - Individual forms can be emailed to the SHPO Site Records office at svihlene@mt.gov
- If the forms are over 4MB
 - Create an ePass account and submit forms with no size limit through the State of Montana - File Transfer Service. <https://app.mt.gov/epass/epass/create>
 - Forms can also be sent on a CD or DVD in PDF format

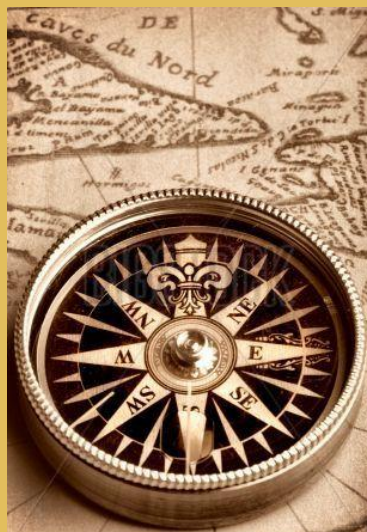
FAQ's

State Antiquities Geo-database

Geographic Information System (GIS)

The Montana SHPO has been diligently populating the newly created State Antiquities Geo-database with locational information on over 52,000 existing recorded properties, and 31,000+ cultural resource surveys, in order to more efficiently and effectively facilitate record searches.

Consultants are encouraged to submit polygon shape (*.shp) files, along with cultural resource inventory reports and site forms, via the electronic submittal options to the left. Final paper copies of site forms and inventories must still be sent to the SHPO for archival purposes.



• How do I request a Smithsonian Number?

Please contact the SHPO Site Records Office at (406) 444-4724, svihlene@mt.gov. You will need to complete the required information portion of the Cultural Resource Information System (CRIS) form, and attach a copy of a 7.5' Quad map showing the site location, to receive a number.

<http://mhs.mt.gov/shpo/forms.asp>

• How long will it take to get a Smithsonian Number?

Turn-around time is 10 working days maximum to receive a Smithsonian Number, but results are generally returned in less than 5 days.

• How do I request copies of Site Forms?

To request copies of site forms, please fill out a Site Form Request <http://mhs.mt.gov/shpo/forms.asp> and email it to svihlene@mt.gov. The site forms will be sent to you as pdf's via email, CD, or ePass. Each request will cost \$5 and \$2/Site Form. Paper copies can be provided for \$0.35/page